

Craney Island Fuel Terminal Port Guide

**CAUTION!! CAUTION!!
TRAFFIC PATTERNS ON CRANEY ISLAND
HAVE CHANGED.
PROCEED WITH CARE.**

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1. Introduction

Welcome to the Fleet and Industrial Supply Center (FISC), Norfolk, Craney Island Fuel Terminal. This Port Guide should assist you with all of your fueling needs while at the Navy's largest fuel terminal in the Continental United States. The Port Guide provides easy-to-read summaries of scheduling and operating procedures and services available. In addition, it contains response procedures for environmental, fire and medical emergencies.

General

As a major fuel terminal, Craney Island has extensive capabilities for fueling/defueling ships and other vessels. The safety requirements and the operating procedures that apply to Craney Island have been developed to ensure the integrity of fueling operations and safety of personnel (afloat and ashore) who perform them. The FISC Norfolk Fuel Department is a Government-Owned Contractor-Operated (GOCO) terminal. The FISC Norfolk GOCO contractor, TRAJEN, INC, should be able to handle all operational and administrative issues. Any issues regarding the performance of the GOCO contractor should be addressed to the Terminal Superintendent or the Contracting Officer's Representative (COR), as appropriate. Contact information is included in the table below:

Important Phone Numbers/Points of Contact for Craney Island

Ambulance	911 (Emergency) 398-5064 (Portsmouth Naval Hospital)	
Fire Department/Rescue	322-9911 (Emergency) 322-9086	
Security	322-9088/9089	
Fuels Control Center (FCC)	322-9044	
Scheduler	322-9045	fiscfuelscheduler@trajen.com
Terminal Superintendent Mr. Henry Hardison	322-9040 322-9051 (fax)	Hardison@trajen.com
Asst. Terminal Superintendent Mr. Patrick Plott	322-9052 322-9051 (fax)	plott@trajen.com
Craney Island Site Manager Mr. Polo Romero	322-9050 322-9051 (fax)	hromero@trajen.com
FISC Fuel Officer LCDR Kirk Dial	322-9003 322-9005 (fax)	kirk.dial@navy.mil
Deputy Director Mr. Bill Campbell	322-9006 322-9005 (fax)	bill.campbell@navy.mil
Quality Assurance Mr. Larry Torrey	322-9023 322-9005 (fax)	larry.torrey@navy.mil

Service Requests

The primary methods for service requests are:

- 1) Call the Craney Island Scheduler at 322-9045, or
- 2) Email the Craney Island Scheduler at: fiscfuelscheduler@trajen.com, or
- 3) Through the website requisition form (Click on www.trajenfueltools.com, and select *FISC Fuel Orders*).

Alternatively, fuel can be requisitioned through normal LOGREQ procedures. To avoid conflicts with available refueling assets and pier berths, fueling requirements should be submitted at least 5 working days prior to the desired date/time or as soon as the need has been determined. A 7-day advance notice is necessary for large issue quantities that may require commercial barges

and for all defuels.. See *Appendix B* for additional information on JP5, DFM (F76), and Lube Oil Defuels or Offloads.

Prior to loading or offloading fuel, a DD Form 1149 shall be provided to the Scheduler Desk located in Building 288, 2nd floor; fax 322-9046; e-mail: fiscfuelscheduler@trajen.com. Separate DD Form 1149s are required for each fuel product, telephone service, and other services (if applicable). For telephone service, ships are required to provide a DD Form 1149 for \$200.00 (minimum) to pay for local and long distance charges for a port visit less than 5 days.

2. Administrative Information

Alcoholic Beverages are prohibited on Craney Island.

Berth Assignment/Mooring/Linehandlers

Arrangements for pier berthing space at Craney Island are made with the Craney Island Scheduler (322-9045). Requests for pier berthing space can also be made by LOGREQ to NAVSTA Norfolk. Craney Island personnel will position ships according to fuel requirements. When utilizing loading arms, personnel must keep all mooring lines taut at all times, and the ship movement must be limited to 5 feet fore and aft. Ship's mooring lines are not permitted to cross pier lanes. Steel cables or other lines that cannot be readily cut in an emergency are not permitted. Adequate ship's personnel must be available to cut lines in case of an emergency.

Craney Island has a limited number of personnel available to handle mooring lines. Six personnel are the maximum that can be provided. If additional line handlers are required, each ship should arrange to send additional personnel to aid in line handling. Ships generally provide their own accommodation ladder. Craney Island can assist in brow replacement. Notify the Fuel Operations Scheduler of the requirement prior to arrival.

Blowing Tubes

Vessels berthed at Craney Island piers are not permitted to blow tubes in steaming boilers when fueling operations are in progress unless the direction of the wind will ensure that particles emitted from stacks will be blown clear of all piers and vessels. Permission will be obtained from the Fire Department and the FCC on each occurrence.

Burning, Chipping, Scraping, Grinding, and Sandblasting Operations

Ships berthed at Craney Island are not permitted to perform any hot work aboard or within 200 feet of any fuel pier. Chipping, scraping, sandblasting, and grinding operations must follow regulations and, in each specific case, approval must be obtained from the FCC and Fire Department. Approval must be obtained each day prior to the start of any chipping operations.

CHT Service lines are not available on Craney Island piers. Vessels requiring CHT service must make arrangements with Port Services to obtain a CHT barge. The Fuel Operations Scheduler or FCC should be notified of the arrival/departure of the CHT barge so booms around the vessel can be moved, if required. SOPA provides additional guidance regarding overboard discharges (including gray water).

Disabling Machinery

Ships may disable machinery while berthed at Craney Island only within the limits of maintaining at least one-half of full boiler/propulsion engine capability in accordance with SOPA Regulations.

Firearms

Personal possession of firearms of any type (on person or in vehicle) is prohibited.

Fishing/Hunting is prohibited on Craney Island.

Flight Operations

Ships berthed at Craney Island are not permitted to conduct flight operations.

Forklifts

A forklift is available for checkout by ships for use by certified/qualified forklift drivers. Forklifts shall not be operated during fueling operations. Arrangements should be made with FCC.

Hull/Weather Deck Cleaning

Detergents/acids may not be washed overboard from hull and weather deck cleaning operations. If decks are washed with detergent/acids, all deck drains must be plugged and the residual washing liquids mopped up and discarded through the CHT system.

Potable Water is available via pipeline at the fueling piers. The maximum capability is 200 gpm at 40 psi, but pressure may be limited. Arrangements should be made with the Fuel Operations Scheduler prior to arrival.

Security/Gate Guard Augmentation

Navy military ships granting liberty to ship's personnel will provide a security guard at the Craney Island front gate from 1600 to 0800 to aid in identifying personnel assigned to the ship.

Shore Power is not available.

Smoking is not permitted at any time in vehicles or on the weather decks of ships berthed at Craney Island. The only designated smoking areas on the island are 1) the Smoking Gazebo located at the north end of Pier "C", 2) the Smoking Gazebo in front of the Water Tower, and 3) the Smoking Gazebo on the south side parking area of Building 288.

Spill Protection Boom

All tankers and ships will generally be boomed prior to commencing fuel transfer. Exceptions include when small boat weather advisories and weather conditions would make this evolution unsafe. Contact the FCC when the boom needs to be removed. Jacking of the ship's screws while the boom is in place is generally prohibited. The FCC must approve any exceptions.

Telephone Service

Telephone lines (tone capable, non-DSN) for official calls can be provided at both fueling piers. Ships will be given as many lines as available and will be assigned numbers according to berth assignments. Telephone service is limited.

Call the FCC if you have any phone problems.

Four pay telephones are located near the foot of pier CHARLIE for personal calls.

Trash Dumpster Service and Cleanup Requirements

Piers and parking lot areas shall remain free of trash and debris at all times.

Trash dumpsters are located across the road from the foot of pier DELTA. If the dumpsters are full, the ship will hold trash onboard until the dumpsters are emptied. Dumpsters are emptied Monday, Wednesday, and Friday. **Do not place trash around a full dumpster.** The dumping of Hazardous Material or Waste is strictly prohibited. For additional service call the FCC.

All packing materials, industrial material and scrap materials (including expired or used petroleum products) delivered to the ship while at Craney Island or brought with the ship must be removed from Craney Island or taken aboard the ship prior to departure.

Ships berthed at Craney Island are required to provide a working party to police the island for litter and debris prior to departure. The ship's parking lot should be free of litter and the small trashcans located in the ship's parking lot should be emptied into the large dumpsters.

Vehicle and Taxi Regulations

Only emergency vehicles are authorized to drive onto the piers. Any vehicles required for pierside delivery must get prior approval from the FCC. Parking for ships' vehicles and privately owned cars is available in the gravel parking lots between piers C and D, the two fueling piers. No vehicles may be parked or driven on piers or pier approaches or in restricted areas, unless an emergency exists. **Personal vehicles must be removed from the Craney Island parking lot prior to ship's departure.** All exceptions must be approved and coordinated through the Craney Island Fuel Director and Security Office. Abandoned vehicles will be towed at owner's expense. Taxis are allowed to pickup and drop off passengers at the fleet parking lot. It is approximately three miles from the piers to the main gate and another three miles to local shopping centers and banking facilities.

Visitors

Authorized visitors shall enter Craney Island via the main security gate on Cedar Lane. At no time will visitors/dependents be allowed to congregate on the fuel piers. All visitors must present a valid form of identification (i.e. military ID or drivers license) to Security in order to gain access onto Craney Island.

3. Emergency Procedures

Medical

For an ambulance, call **911** and follow-up with a call to Security (322-9088) and the FCC (322-9044). Portsmouth paramedics will respond to your request and take the patient to the Portsmouth Naval Hospital or the closest civilian hospital, depending on urgency and nature of the injury. The Craney Island Fire Department will be contacted by Security and will provide additional assistance.

Fire

In the event of a fire, activate the closest available fire alarm box or call the Fire Department at **322-9911 (EMERGENCY)** or 322-9086/9098 or 630-1195 (Non-Emergency), and follow-up with a call to Security (322-9088) and the FCC (322-9044). Never delay notification of a fire because of a belief that the fire is trivial or under control. In the event of any fire on the pier or on a ship, all ships affected by the fire or berthed near the fire are to make immediate preparations to move into the river under their own power, if possible, or by the use of tugs.

Prior to conducting shipboard fire drills, notify other ships berthed at Craney Island, the Fire Department, and the FCC.

Fuel Spills

The vessel is responsible for reporting spills that occur onboard, including spills from the loading arm or hose connection. Some examples of spills that the ship must report include 1) a tank overflow that drips/flows over a ship's scuppers, 3) tanks overflowing while internally transferring fuel, and 3) a rupture of a jumper hose across a ship's deck. Title 40, section 110.3 of the Code of Federal Regulations (CFR) defines a reportable quantity as a discharge of oil that will:

- (a) Violate applicable water quality standards, or

- (b) Cause a film, sheen, or discoloration of the surface of the water or adjoining shorelines, or
- (c) Cause a sludge or an emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

See *Appendix A* for oil spill procedures.

Loss of Ship's Power

During fuel evolutions ships must maintain a state of readiness that will allow them to get underway within 15 minutes. Towing hawsers will be rigged fore and aft two feet above the waterline. If a ship loses power, its personnel should immediately stop fueling operations, notify the FCC, and contact Port Operations to request a tug to standby.

Pier Wind Limitations

Southwest winds are prevalent at Craney Island and can increase quickly, especially in the spring and summer months when severe thunderstorms move through the area. Vessels are required to get underway or have a tug(s) standing by to hold the ship against the pier when winds exceed the following pier limitations for the ship classes indicated:

<u>Ship Class</u>	<u>Pier Charlie Mph/Knots</u>	<u>Pier Delta Mph/Knots</u>
TAO	75/64	60/52.0
LPH	75/64	55/47.5
AOE	75/64	50/43.0
LHA	50/43	40/34.5

Emergency Anchorage/Communications

SOPA and NAVSTA Norfolk Port Operations set emergency anchorages and scuttle sites. Port Operations monitors Harbor Common 385.0 MHz and Hampton Roads Tug Control Net (2717.4 KHz). Note: If immediately available, tugboats take approximately 30 minutes to travel from the Naval Base to Craney Island.

4. Fueling and De-fueling Operations

Butterworthing and Mucking

Butterworthing, mucking, and gas freeing oil tanks carrying high flash point products (diesel and JP-5) will be permitted as approved by the FCC and Fire Department. No butterworthing, mucking, or gas freeing of low flash point products (aviation gasoline, automotive gasoline, JP-4) are permitted at Craney Island, including ballast with gasoline or any other low flash point product. Low flash point products, including gasoline, are not to be pumped across adjacent ships (in the case of multiple berthing) or connected/disconnected without the approval of the FCC.

Under no circumstances should oily rags be placed in dumpsters provided for normal trash and garbage. Oily rags will be retained onboard the ship for disposal at NAVSTA HAZMAT by ship's personnel.

Loading/Offloading

Loading/offloading will usually be accomplished by 8" hydraulic loading arm(s) and/or 6" hoses. A variety of fittings and adapters of various sizes are available. Ships must advise Craney Island of spool size requirements as soon as possible prior to arrival.

The ship will assign a qualified individual to duty on deck during the entire period of fuel transfer. That individual will supervise ship's personnel in loading or discharging cargo or bunkers and discuss all details of loading, discharging, and shutdown procedures with the Craney Island Person-in-Charge (PIC) of the particular fueling operation.

The ship is invited to witness the opening and closing ullage of the terminal's shore tank gauges. The ship's representative should inform the FCC when the representative is ready to witness gauges. Appropriate Craney Island and ship personnel will investigate any quantity discrepancies immediately.

All shore tanks receive full testing prior to issue. The specifications are confirmed the day of issue through testing by shore personnel. Testing analysis will be given to the vessel prior to start of issue. If the vessel is loading into partially filled tanks, samples of those tanks should be obtained by ship personnel and retained until completion of loading. Should quality concerns arise during loading, petroleum quality inspectors are available through the FCC and will respond immediately to determine the cause of the concern and will take appropriate actions to correct the problem.

Defueling

Credit for product returned to Craney Island storage is contingent on the quality of that product. In accordance with Appendix B of this Guide, all product must be sampled by ship personnel and undergo defuel testing by the MidAtlantic Regional Laboratory, Bldg. 388, Norfolk Naval Base. F-76 requires Type C level testing and JP5 requires B-2 level testing. Properly obtained samples must be provided in order to make quality determinations. Samples obtained from stripping lines, tank bottoms, sounding tubes, etc., do not properly represent actual tank contents and will not be acceptable for defuel testing purposes. Samples must be taken from top, middle, and lower portions of the storage tank. Refer to Appendix B for sample amounts required by the Regional Laboratory. Once testing is completed and test results are provided, actual disposition of the product will be determined by the Government Quality Assurance Branch at Craney Island. Historically, lube oils from ship storage tanks will not pass issue specification testing and are downgraded to waste oil.

If the defuel is to a commercial barge or truck, it is the responsibility of the vessel's Fuel Officer to ensure the cleanliness of the conveyance tanks prior to discharging product into it. It is also the vessel's responsibility to witness opening and closing gauges of all conveyances used to carry product to or from the vessel. Navy barges or trucks will be used to the maximum extent possible when defueling. These conveyances are in dedicated Navy petroleum service and are subject to continuous quality inspections by Terminal Operators and Government Quality Assurance personnel.

USCG Declaration of Inspection (DOI)

No loading will commence until the DOI is completed by the vessel person-in-charge (VPIC) and the Craney Island Person-in-Charge (PIC) pier operator. This DOI will remain on the pier with the Craney Island PIC until the operation is complete.

All scuppers must be properly and tightly plugged before any transfer is started and should remain so the entire time the loading or discharge hoses are connected to the ship. All sea valves connected to cargo systems must be closed, lashed, or sealed and must remain so until the transfer is completed.

Flow Rates

Maximum flow rates for issue/receipt are:

DFM: 10,000 BPH (420,000 GPH)

JP-5: 10,000 BPH (420,000 GPH)

ACTUAL flow rates depend on how many loading arms and/or hoses are used, which pumps are utilized, and the tank group from which fuel is received. Single hose/arm rates are typically around 6,000 BPH. Every effort will be made to maximize actual flow rate.

Line Pressure

The maximum working operating pressure for the fueling piers is 90 psi for loading/offloading. Typical average pumping pressure is 40-60 psi.

Communication

A qualified fuel operator from Craney Island Operations will be on the pier during all fueling and offloading operations and will maintain radio contact with the FCC located in Building 288. A two-way radio will be provided to the vessel for direct communication with the FCC. All communications shall be made by personnel who are knowledgeable in fuel operations and understand the importance of accurate communications during the fueling operation.

In accordance with the agreed communications plan, ship's shall notify Craney Island fuel personnel prior to switching tanks or making any adjustments that may affect pier pressure. . This will minimize the risk of a spill, prevent unnecessary backpressure that may cause pumps to shut down, and avoid potential delays in the loading/offloading procedure.

Fueling at Anchorage

SOPA permits refueling at Navy controlled anchorages provided sufficient notice is made to Port Operations to satisfy the requirement to notify USCG MSO at least 2 hours prior. Ships must post a watch that monitors overboard discharge vents and the hose connections. At night, adequate lighting must be provided.

Ammunition Cargo Ships

In accordance with OPNAVINST 8023 series, Ammunition Cargo Ships must ensure all additional safety/operation policies, including ESQD waivers, are obtained prior to arrival.

Appendix A

Oil Spill Procedures

(From SOPA Manual with steps unique for Craney Island)

1. **Stop the source of the spill.**
 - a. Cease pumping.
 - b. Locate and secure the source of pollution.
 - c. Close all valves that are associated with the oil spill.
2. **Notification.** Basic information will be required such as the time of the spill, location, amount, type of product, cause of spill (example: 1400, North Delta pier at Craney Island, 100 gallons, DFM/F76, tank overflow). The following personnel need to be contacted:
 - a. Craney Island FUEL CONTROL CENTER (FCC) AT 322-9044. The FCC will notify all appropriate personnel of the Facility Response Team.
 - b. COMNAVBASE, Norfolk Emergency Communications Center (ECC) at 444-3333.
 - c. Once notified, the ECC will notify the National Response Center (NRC) at 1-800-424-8802. The spill will be assigned a case number, which you will need for reference and reporting in your oil spill message.
 - d. Should the discharge be such that it will or may likely generate critical public concern or pose a substantial threat to the public health and welfare and be of high Navy or national interest, the appropriate OPREP-3 reports should also be made in accordance with OPNAVINST 3100.6 series.
3. **Containment.** Your initial response is very time-critical and can prevent a small spill from covering a large area.
 - a. Use fire hoses from the ship if necessary to “corral” the oil while it is being removed or until help arrives.
Note: The Fuel Department contractor will mobilize the Craney Island Facility Response Team and equipment and determine whether to ask for outside assistance.
 - b. If oil has entered the water, the ship should supply manpower to augment the Fuel Department’s Facility Incident Commander (FIC), as requested.
 - c. The Fuel Department Lead Person at the scene will be identified as such and will be responsible for command and control of the operation (for spills not contained on a ship). However, this does not alleviate the ship from any necessary reporting requirements.
4. **Removal**
 - a. If the spill is contained on the ship, Fuel Department personnel can provide additional oil spill material to augment the oil spill kit (absorbent materials, 55 gallon drums, etc.). Contact the Craney Island FCC at 322-9044.
 - b. Activities/commands responsible for cleanup will be required to reimburse FISC Norfolk for labor and material expended.

Appendix B

JP-5, F-76, and Lube Oil Offload Procedures In Hampton Roads

1. **Scope.** FISC Norfolk Fuel Department is the single point of contact for arranging all JP-5, F-76, and Lube Oil Offloads for ships in the Hampton Roads area, with the exception of SUPSHIP contracted evolutions (i.e., SRA's and overhauls) where shipyards/repair activities will provide specific procedures.
2. **Offload Procedures**
 - a. To schedule a JP-5, F-76, or Lube Oil (9250/2190) offload, contact the FISC Fuel Scheduler at (757) 322-9045/DSN: 262-9045, e-mail at: fiscfuelscheduler@trajen.com, or fill-out the on-line form by going to: www.trajenfueltools.com, and selecting FISC Fuel Orders.
 - b. Provide a DD Form 1149 (e-mail to: fiscfuelscheduler@trajen.com, or fax at 322-9046) showing the estimated quantity and all other mandatory entry data IAW DOD Manual 4140.25M, Vol. V (requisition #, signal code, fund code, etc.). To ensure barge or truck availability and to allow required processing time for sampling and testing, at least a 7-day notice should be provided. Offload operations will be conducted weekdays, 0800 to sunset.
 - c. Ships should strip water from tanks, as much as possible, prior to any off-load.
 - d. Seven to ten (10) days prior to off-load, ship personnel will obtain the following samples and send them to the Regional Fuel Testing Laboratory for analysis:
 - One tank – one gallon sample (Metal canister NSN: 8110-00-879-7182)
 - Two to four tanks – two quarts per tank (Bottle NSN: 8110-00-282-2520)
 - Five or more tanks – one quart per tank (Bottle NSN: 8110-00-282-2520)The sample should be an "All Level" sample from the tank. All Level samples consist of a portion of the lower, middle, and upper level of fuel in the tank. Samples from the bottom of the tank should not be taken, because they often result in a false test results, due to the additional sediment level at the bottom of the tank. The Regional Lab is located in Bldg. W-388 at address:
Mid-Atlantic Fuels Testing Lab
9673 Virginia Ave
Norfolk, VA 23511-3323
POC Delores Cherry or Ray Sye at 444-2761
Note: Lube oil products only require a visual sample in port. Do not turn oil samples into the Master Lab. In accordance with Navy Petroleum Office and DESC guidance, lube oil samples will only be returned as oily waste product and no credit will be received.
 - e. Immediately prior to arrival of the offload barge/tank truck, ship's personnel will sound/gauge ship's tanks for product and water (every effort should be made to strip tanks of water prior to discharge of product). Before connecting hoses to the barge/tank truck, ship personnel will inspect the receiving vessel to ensure tanks are clean and empty. For Navy barges/trucks and FISC contract trucks, the tanks may not be empty. In those cases, ship personnel will witness the sounding/gauging including water cuts of the receiving vessel prior to offload. The transfer document (DD Form 1149) will be annotated with any fuel/lube oil quantities in the vessel prior to offload.
 - f. After offloading, ship personnel will sound/gauge ship's tanks for fuel/lube oil and water, and compare the quantities against the amount received by the barge/tank truck. Any large errors (>10% difference) should be resolved before the barge/tank truck departs. Sign and maintain copies of all gauge sheets and transfer documents.

3. Accounting for offloaded fuel/lube oil

- a. The bulk volume offloaded must not be used as the quantity offloaded for credit on the NEURS Report. Frequently, offloaded fuel/lube oil will contain excess water that must be separated from usable product and, ultimately, reduces the quantity given for credit. When higher-grade fuel (JP5) sample results show the fuel is off specification, credit will be given for the lower grade fuel (F76). Occasionally, product quality will be so poor that no credit can be given. Lube oil typically does not meet specification and, therefore, credit will not be given for lube oil defuels. The receiving fuel terminal is the final authority to determine the quantity and grade of fuel for which credit will be given. Ships must contact FISC Norfolk Fuel Department as soon as practical after offload to determine the official quantity. Only this official quantity will be reported on the NEURS report and it must match the quantity reported by FISC Norfolk Fuel Terminal for CINCLANTFLT to receive proper credit.